



Appliance Repair & Replacement

e.g. stove, Refrigerator, Microwave, Grill repairs, etc.

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| Day 1 | <ol style="list-style-type: none">1. Enter defect into MCFRS Facilities reporting system.2. Email Station Commander. cc, if applicable, LFRD President, and LFRD Liaison BC |
| Day 7 | <ol style="list-style-type: none">1. Station Commander will check the defect reporting system for disposition.2. If no disposition has been entered, the Station Commander will re-enter defect stating this is a “re-entry”.3. Email Fire Facilities and the Facilities BC (Hopkins) |
| Day 14 | <ol style="list-style-type: none">1. Station Commander will check the defect reporting system for disposition.2. If no disposition, email Fire Facilities, Facilities BC identify the lack of disposition. Explaining all steps already taken. |
| Day 21 | <ol style="list-style-type: none">1. Station Commander will check the defect reporting system for disposition.2. If still no disposition Station Commander to notify Facilities BC via email identifying lack of disposition. <u>Include all documentation and previous reports.</u>3. Facilities BC to notify MCFRS Facilities Maintenance Manager via email. |

